

National Aeronautics and Space Administration



Headquarters

Washington, DC 20546-0001

Office of Communications

April 3, 2019

Beryl Lipton
MuckRock News
Dept MR 70839
411A Highland Ave
Somerville, MA 02144-2516
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REF: 19-HQ-F-00403

Dear Ms. Lipton,

We are in receipt of your FOIA request correspondence dated March 22, 2019, and received at the NASA Headquarters FOIA Office on March 25, 2019. Your request was assigned FOIA Case Number 19-HQ-F-00403 and seeks:

- **NASA FOIA Office materials related to Funding, Staffing, and Activities**
 - Budge Materials:
 - for 2017, 2018, 2018, and 2019, all budget materials or plans
 - Staffing Orders/Reports/Contacts:
 - for 2017 and 2018, staffing reports and plans, including count of employee numbers and offices responsible for processing and responses to FOIA requests and appeals submitted (preferred: form that includes total number of hours worked by FOIA personnel; available for each month reports;)
 - all staffing reports and plans for 2019 (preferred each month)
 - contact information, including email addresses and phone numbers for each FOIA officer
 - FOIA Requester categories:
 - 2017 and 2018 Requester category (all categories; also, sort by fee and by year)
 - FOIA Fee Waivers:
 - 2017 and 2018, the number of fee waivers granted with tracking numbers
 - FOIA Collections:
 - 2017 and 2018, total estimated processing and copy fees quoted to FOIA requesters
 - 2017 and 2018, total processing and copy fees collected by NASA from each category.
- (FOIA log with the following will suffice --
- ✓ FOIA tracking numbers
 - ✓ Requester Category
 - ✓ Amount processing and copy fees
 - ✓ Status of payment)

This letter is to acknowledge receipt of your FOIA request. Please be advised that NASA processes all FOIA requests in a multi-track processing system, based upon the date of

receipt and the amount of work and time involved in processing the request. In accordance with 14 CFR § 1206.400(b), the Agency determines whether the request is simple or complex. Based on the documents you have requested, we are placing your request in the 'complex' processing queue and expect to process your request in **20 working days or more**. The 20-day suspense date for your request is April 22, 2019. If we are unable to meet this suspense, we will notify you. Alternatively, you may wish to limit the scope of your request to allow us to place your request in the 'simple' processing queue.

You have also requested to be categorized as a representative of the news media. Based on the information provided in your request, we are granting your request for the news media status. In accordance with 14 CFR § 1206.507(c)(3), NASA shall provide documents to requesters in this category for the cost of duplication alone, excluding charges for the first 100 pages.

If applicable, further issues concerning processing of your request will be addressed in a separate letter. If I can be of further assistance, please contact me at 202-358-0680 or Mireya.P.Nyirenda@nasa.gov.

Sincerely,



MIREYA P. NYIRENDA
FOIA Public Liaison Officer